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NPIC/TSSG/RED-041-70
29 January 1970

MEMORANDUM FOR: All Research & Engineering Division Personnel

SUBJECT : Vu-Graph Files

1. The Research & Engineering Division is currently in the process of developing a centralized filing system for all vu-graphs utilized in RED technical and management briefings. [redacted] has been given the task of designing an efficient, easy-to-handle system. 25X1

2. In order to successfully implement this system, we must first review all of our existing vu-graphs. In this regard, each Branch Chief is requested to gather and review all of the vu-graphs currently being held in his Branch. These vu-graphs should be checked for duplication and currency. Those vu-graphs which are no longer relative or are duplicative should be destroyed. All of those related to existing programs or anticipated projects should then be turned over to [redacted] for review and filing. All vu-graphs should be properly identified and related to their subject project. 25X1

3. Once the file has been established, project officers, managers, etc. can set up their own briefings by pulling appropriate vu-graphs, recording the number, and making an index related to each subject briefing. All vu-graphs will be available to Division personnel; however, a record must be maintained as to the given location at any specific time of a specific vu-graph withdrawn from the files. Your cooperation is essential to make this system work.

4. Such a centralized filing system, properly maintained, will be less trouble to everyone in the long run and will eliminate a great deal of running around, lost vu-graphs, and an inability to quickly locate specific information under emergency conditions.

[redacted] 25X1

Deputy Chief,
Research & Engineering Division

Distribution:
Original - Addressee
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